

Message Text

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ORIGIN SS-30

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DRAFTED BY S/S-EX:RMMILLER:MKWM

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S/S-S-MR. SEITZ

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FM SECSTATE WASHDC

TO AMEMBASSY LONDON IMMEDIATE

C O N F I D E N T I A L STATE 036539

EXDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

REF: TELCON MILLER/CALDERHEAD

PARAGRAPH 10 (FUNDING) OF BASIC ADMIN. CABLE REPEATED FOR
YOUR GUIDANCE:

10. FUNDING.

A. STATE WILL PAY ALL COSTS FOR FOLLOWING MEMBERS
OF PARTY:

SECRETARY OF STATE KISSINGER

CHARGE APPROPRIATION 1940522 ALLOTMENT 4K-1001-7.

B. STATE WILL ALSO PAY FOLLOWING EXPENSES:

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(1) MEAL COSTS OF MSGS OR LOCAL EMPLOYEES

WORKING SHIFTS OF OVER 8 HOURS

(2) ANY REPRESENTATION FUNCTIONS HOSTED BY THE

SECRETARY

CHARGE APPROPRIATION 1940522 ALLOTMENT 4K-1001-7.

C. STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR ALL OTHER STATE PERSONNEL TRAVELLING ON SECRETARY'S AIRCRAFT. THESE STATE MEMBERS WILL PERSONALLY PAY FOR ALL OTHER CHARGES ON THE HOTEL BILL INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC. POSTS SHOULD INSTRUCT HOTEL IN ADVANCE TO PREPARE (1) FOLIOS FOR THE COST OF THE ROOMS FOR PAYMENT BY THE POST AND (2) SEPARATE FOLIOS FOR PERSONAL PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE.

FOR (1) CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402259, OBJECT 2589.

D. IN ADDITION TO ABOVE, STATE WILL PAY RENTAL COSTS OF ROOMS FOR:

- (1) SPECIAL ASSISTANTS' OFFICE
- (2) HOLDING ROOM
- (3) USSS COMMAND POST
- (4) STAFF OFFICE
- (5) S/S OFFICE
- (6) VISITORS' CONTROL ROOM
- (7) PRESS ROOM

POSTS MUST INSURE THAT NO HOTEL ROOM SERVICE CHARGES ARE MADE TO THE ABOVE OFFICE ROOMS WITHOUT THE SPECIFIC APPROVAL OF THE TRIP CONTACT OFFICER.

CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402259, OBJECT 2589.

E. N.S.C. STAFF TO BE HANDLED AS STATE TRAVELLERS IN (C) ABOVE.
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CHARGE APPROPRIATION 1940113, ALLOTMENT 2034.

F. U.S. SECRET SERVICE PERSONNEL ARE TO BE HANDLED AS STATE TRAVELLERS IN PARAGRAPH C ABOVE. IN ADDITION, RENTAL CARS FOR THE USSS AND OTHER SERVICES IF REQUIRED AND APPROVED BY THE AGENT IN CHARGE SHOULD BE PAID.

CHARGE APPROPRIATION 1940113, ALLOTMENT 2034.

G. WHCA PERSONNEL WILL PAY THEIR OWN HOTEL BILLS, IN EVENT THEY RENT HOTEL SPACE FOR OFFICIAL PURPOSES

AND WHCA TRIP OFFICER AUTHORIZES THE EXPENDITURE IT MAY BE CHARGED TO APPROPRIATION 1940113, ALLOTMENT 2034. THE LATTER ALSO APPLIES TO VEHICLE RENTALS FOR WHCA.

BOVE) CHARGED TO STATE APPROPRIATION 1940522, ALLOT-ABOVE) CHARGED TO STATE APPROPRIATION 1940522, ALLOTMENT 4K-1001-7, SHOULD BE CLASSIFIED "CONFIDENTIAL (PURSUANT TO 31 USC, SECTION 105-RS291)". COPIES OF ALL PAID BILLS SHOULD BE FORWARDED TO S/S-EX, ATTN.: MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURE UNDER FS-477 PROCEDURES.

I. FOR ALL HOTEL ROOM EXPENSES (PARAGRAPHS C AND D ABOVE) CHARGED TO STATE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402259, OBJECT 2589, COPIES OF ALL OBLIGATING DOCUMENTS (PURCHASE ORDERS, CONTRACTS, ETC.) TOGETHER WITH COPIES OF PAID BILLS FOR EACH INDIVIDUAL SHOULD BE FORWARDED TO S/S-EX, ATTN.: MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES.

J. FOR ALL CHARGES (PARAGRAPHS E, F AND G ABOVE) TO STATE APPROPRIATION 1940113, ALLOTMENT 2034 THREE SEPARATE FS-477S (FOR NSC, USSS, AND WHCA) EACH SUPPORTED BY PAID BILLS SHOULD BE SENT TO DEPARTMENT, ATTN.: MR. KEN DAY, BF/FS.

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K. REGIONAL BUREAUS WILL ISSUE ORDERS AND FUND ANY COSTS FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT VISIT.

L. POST WILL FUND ALL OVERTIME COSTS (AMERICAN AND LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE RENTALS OR OTHER RELATED EXPENSES.

M. PARTY WILL NOT PAY MEAL COSTS FOR AMERICAN EMPLOYEES WORKING IN CONTROL ROOM.

N. PRESS WILL PAY THEIR OWN BILLS.

ANY QUESTIONS REGARDING FUNDING INSTRUCTIONS SHOULD BE SENT TO S/S-EX, MR. ROBERT M. MILLER. RUSH

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<< END OF DOCUMENT >>

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